

New User Year End

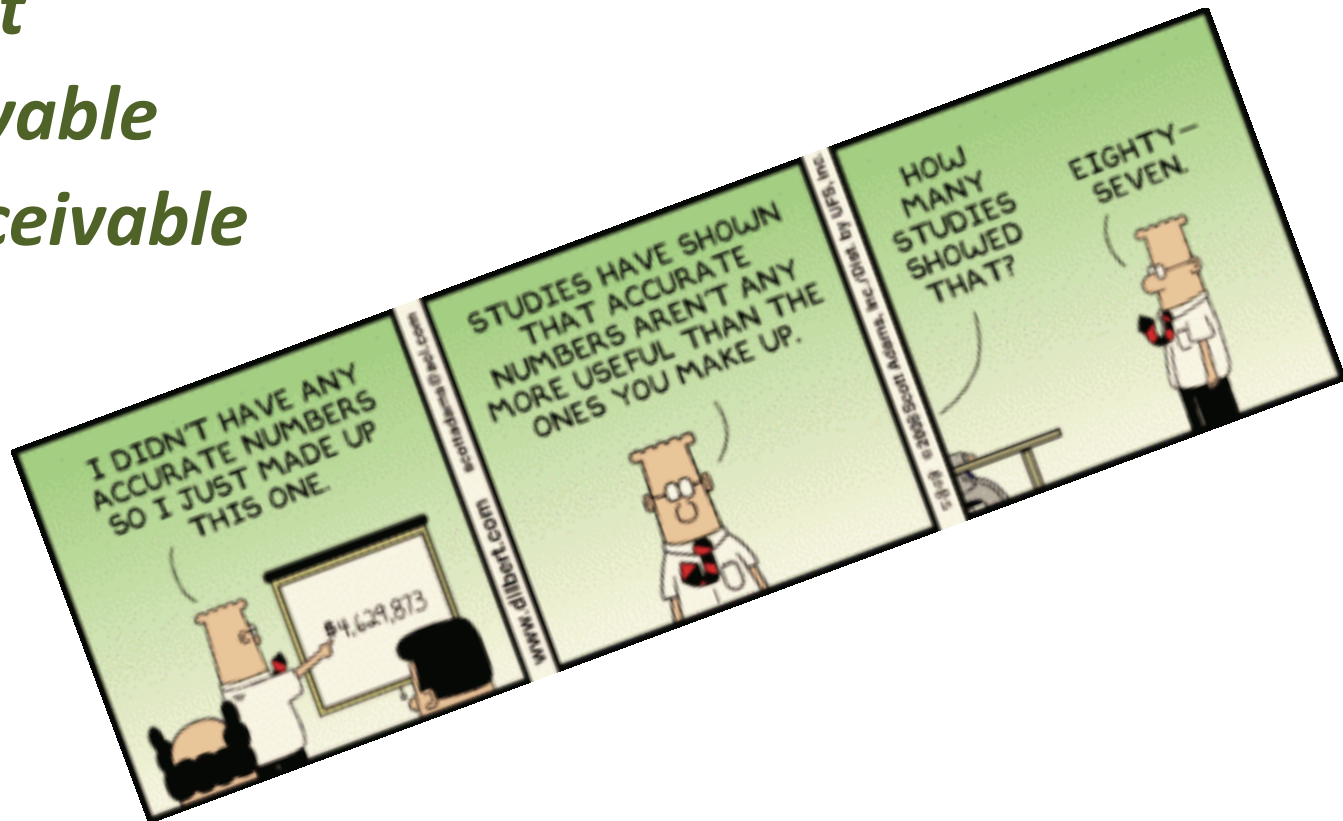


Finance Training Team & a little help from our friends

Workshop Objectives

The following modules are covered in this session:

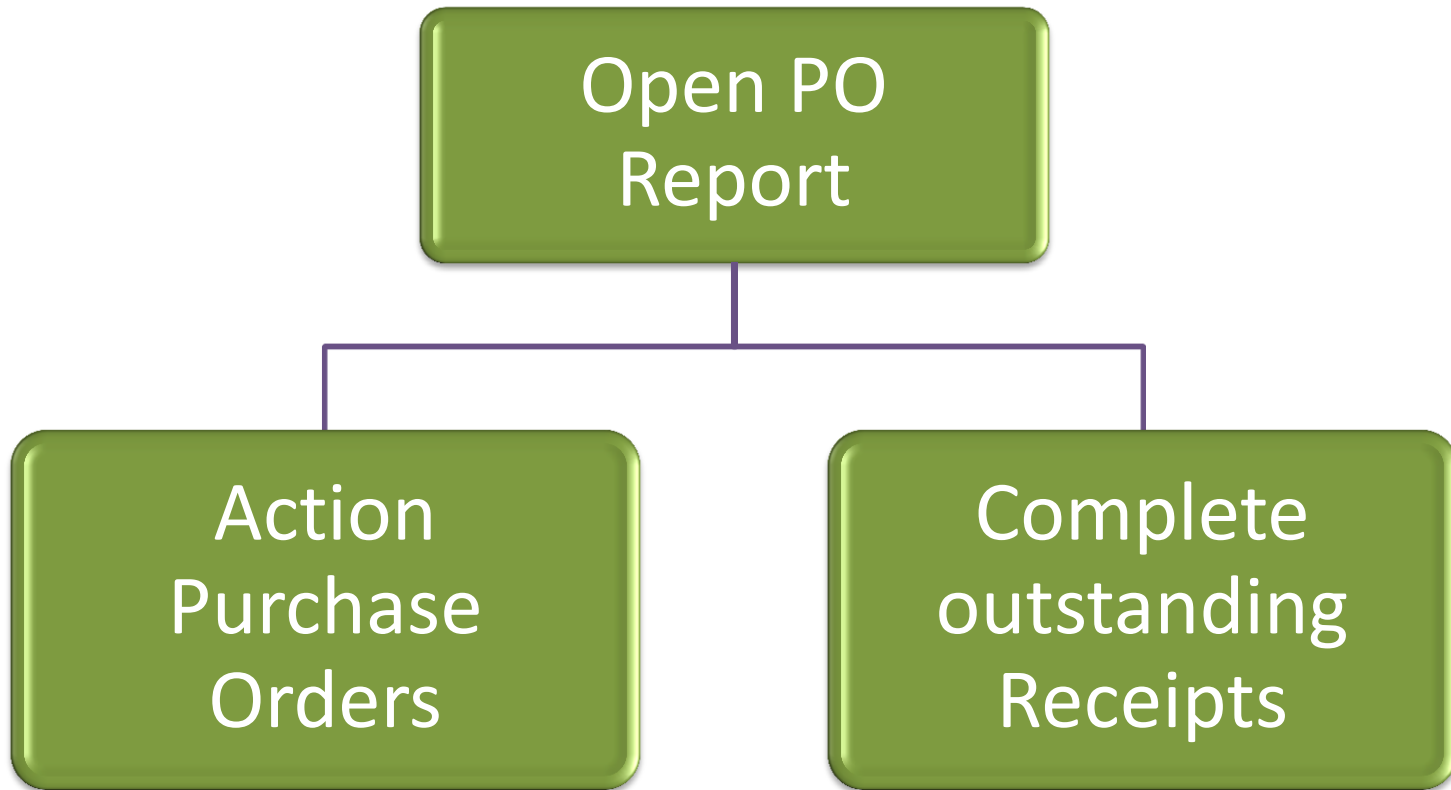
- *iProcurement*
- *Accounts Payable*
- *Accounts Receivable*
- *Grants*
- *General Ledger*
- *Fixed Assets*
- *Cognos*



Dates for your Diary!

Purchasing closes	Monday 7 th August
Inventory closes	Monday 7 th August
Internal trading – raising	Friday 11 th August
Internal trading – paying	Monday 14 th August
Accounts Receivable (AR) closes	Wednesday 16 th August
Accounts Payable (AP) closes	Wednesday 16 th August
Grants closes	Friday 18 th August
Last date for moving funds on/off deposit	Monday 21 st August
Fixed Asset Returns	Friday 25 th August
General Ledger Closes	Friday 1 st September
Balances rolled forward	Friday 8 th September
Year-end certificates	Friday 29 th September

iProcurement



iProcurement




-  [iProcurement Home Page](#)
-  [Personal Profiles](#)
- Buyers Work Centre**
-  [Requisitions](#)
-  [Orders](#)
-  [Suppliers](#)
-  [Requests](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Open Purchase Orders Report (UFS)	CAPSA
<input type="radio"/>		Open Purchase Orders Report - Excel Version (UFS)	CAPSA
<input type="radio"/>		Open Purchase Orders Report(by Cost Center)	Purchasing

iProcurement

Program Name

Request Name

The name can later be used to search for this request

NLS Settings Parameters Layout Notification Print Options Delivery Options ScheduleOptions

Language Settings

[Select All](#) | [Select None](#)

Select	*Language	*Territory	Numeric Character	Sort
<input checked="" type="checkbox"/>	American English	<input type="text" value="United States"/>	<input type="text" value="."/>	BINARY

NLS Settings Parameters Layout Notification **Print Options** Delivery Options ScheduleOptions

* Print Style

Save Output Files

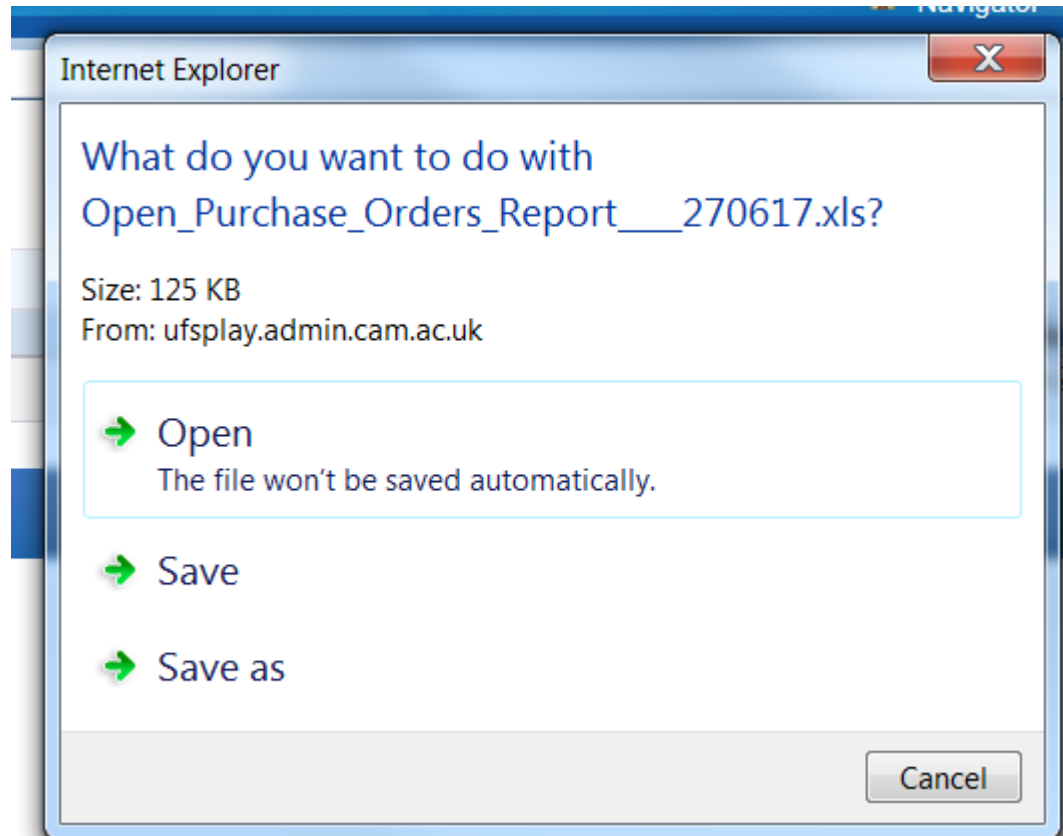
Printer Options Table

Select Printer:

[Select All](#) | [Select None](#)

Select	*Printer	*Copies	*For Language
<input type="checkbox"/>	<input type="text" value="noprint"/>	<input type="text" value="0"/>	<input type="text" value="All languages"/>

iProcurement



Report Header

```

CAPSA Set of Books                Open Purchase Orders Report (UFS)                Report Date: 25-JUN-2015 15:16
*****
Report Parameters :                SLS Department:                Select Project Orders: N
*****                            Creation Date - From:            Show Summary Detail: Y
                                Creation Date - To:            Show Detail Info: Y
                                Buyer:                Break Order:
                                Vendors From:        Sort Order: <Brk>, Proj, Date, PO Num
                                To:                Cost Centre From:
                                Request ID: 16302973  Cost Centre To:

*****
Report Summary :
*****
                                By Purchase Order Type :                Are Purchase Orders Project Related? :

                                Purchase Order Type                Count                Row Projects Related                Count
                                -----                -
                                STANDARD                2076                1 Not Projects Related                766
                                -----                -
                                Total                2076                2 Projects Related                1310
                                                Total                2076

By SLS Department

Row Dept Code Dept Name                Count SLS Group
-----
1                2075
2 <many> Central Departments                1
-----
Total                2076

```


Report Header

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Report Name	Open Purchase Orders Report - Excel Version (UFS)					
2	Report Date	27-JUN-17 15:24					
3							
4	Parameters Entered						
5	Title						
6	Department	KA					
7	Creation Date - From						
8	Creation Date - To						
9	Buyer						
10	Vendor - From						
11	Vendor - To						
12	Cost Centre - From						
13	Cost Centre - To						
14	Select Only Project Orders	N					
15							
16							

The spreadsheet also shows a ribbon with tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, DEVELOPER, and ACROBAT. The status bar at the bottom indicates the current sheet is 'Report Information' and other sheets include 'PO Detail' and 'PO Summary'.

Report Header Cont.

By Creation month

Row	Creation Year- Month	Count
1	2010-Jul	1
2	2012-Jan	31
3	2012-Feb	32
4	2012-Mar	34
5	2012-Apr	25
6	2012-May	36
7	2012-Jun	39
8	2012-Jul	33
9	2012-Aug	36
10	2012-Sep	37
11	2012-Oct	42
12	2012-Nov	58
13	2012-Dec	29
14	2013-Jan	24
15	2013-Feb	49
16	2013-Mar	43
17	2013-Apr	49
18	2013-May	48
19	2013-Jun	33
20	2013-Jul	59
21	2013-Aug	53
22	2013-Sep	46
23	2013-Oct	57
24	2013-Nov	57
25	2013-Dec	35
26	2014-Jan	41
27	2014-Feb	43
28	2014-Mar	48
29	2014-Apr	37

By Buyer :

Row	Buyer Name	Count
1	Delegate287, Del	5
2	Delegate288, Del	14
3	Delegate289, Del	12
4		67
5		217
6		1694
7		1
8	PECK, Mrs. Margaret	5
9		61
Total		2076

Report Header Cont.

FNDWRR.exe [Read-Only] [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

D7 : X ✓ fx NISBETS PLC

	A	B	C	D	E	F
1	PO Number	Creation Date	Buyer Name	Vendor Name	Line Number	
2	1714315	08-AUG-13	RUFFLES, Mr. Stephen	THORLABS LTD	10	
3	2082811	15-MAY-15	RUFFLES, Mr. Stephen	VIRGIN MEDIA BUSINESS LTD	15	
4	2247510	15-FEB-16	GAWTHROP, Mr John	REXEL UK LTD T/A NEWWEY & EYRE	1	
5	2258562	01-MAR-16	CRAMP, Mr David	CAMBRIDGE UNIVERSITY PRESS	1	
6	2263177	08-MAR-16	GAWTHROP, Mr John	ONECALL	3	
7	2270745	18-MAR-16	BOYD, Miss Emma	NISBETS PLC	1	
8	2278839	04-APR-16	BOYD, Miss Emma	MULTIWIRE LABORATORIES LTD	3	
9	2286783	14-APR-16	BOYD, Miss Emma	CABLENET TRACKMASTER LTD	1	
10	2289704	20-APR-16	BOYD, Miss Emma	KEY TRAVEL LTD	1	
11	2307868	18-MAY-16	GAWTHROP, Mr John	ESPO	1	
12	2310825	23-MAY-16	GAWTHROP, Mr John	BOC LTD	1	
13	2317845	03-JUN-16	GAWTHROP, Mr John	MSC INDUSTRIAL SUPPLY CO	1	
14	2320097	07-JUN-16	GAWTHROP, Mr John	ESPO	1	
15	2321788	09-JUN-16	GAWTHROP, Mr John	KERBURY LTD t/a STP STATIONERY	1	
16	2325782	15-JUN-16	BOYD, Miss Emma	F C LANE ELECTRONICS LTD	1	
17	2326338	16-JUN-16	BOYD, Miss Emma	AGAR SCIENTIFIC LTD	1	
18	2328413	20-JUN-16	BOYD, Miss Emma	OFFICE DEPOT UK LTD	3	
19	2331225	24-JUN-16	BOYD, Miss Emma	OFFICE DEPOT UK LTD	1	
20	2333034	28-JUN-16	GAWTHROP, Mr John	BOC LTD	1	
21	2336480	04-JUL-16	GAWTHROP, Mr John	ONECALL	1	
22	2390957	05-OCT-16	Mortimer, Mr William	ESSON PRINT LTD	1	
23	2391495	06-OCT-16	Mortimer, Mr William	MAJESTIC WINE WAREHOUSES LTD	6	
24	2396963	14-OCT-16	Mortimer, Mr William	MR JASON BALDWIN T/A ARISTOCATERS	2	
25	2396964	14-OCT-16	Mortimer, Mr William	ESTATE MANAGEMENT	1	

Report Information | PO Detail | PO Summary

Report Statuses & Action Required

19 18 18
 in Havana material.

2043008 12-MAR-15 Buyers Name BIOCHEMISTRY +--+

Line Num	Description	Shipment	Ordered	Received	Billed	Unit Price	Status
1	THESIS PRINTING	1	1	0	0	42.18	Open

2043255 12-MAR-15 Buyers Name ARUNDEL HOUSE HOTELS (CAMBRIDG +--+

Line Num	Description	Shipment	Ordered	Received	Billed	Unit Price	Status
1	1 Superior Double Shower/Bath room 18/03/2015 to 20/03/2015. Francois Parcy	1	2	0	2	130	Closed For Invoice

2043677 12-MAR-15 Buyers Name INFORMATION SERVICES +--+

Line Num	Description	Shipment	Ordered	Received	Billed	Unit Price	Status
1	Office 2013 Standard Licence	1	1	0	1	36.89	Closed For Invoice

2045120 16-MAR-15 Buyers Name QUANTUM PRODUCTION LTD +--+

Line Num	Description	Shipment	Ordered	Received	Billed	Unit Price	Status
1	Battery Replacement/Calibration Oxygen	1	1	1	0	295.9	Closed For Receiv

Report Statuses & Action Required

	A	B	C	D	E	F	G	H	
1	PO Number	Creation Date	Project(s)	Account Code(s)	Buyer Name	Requisitioner Name	Vendor Name	Line Number	Description
93	2511796	11-APR-17		U.KA.KABA.EZZZ.EQBC.0000	TAYLOR, Mr Niall	TAYLOR, Mr Niall	NEOPOST LTD	23	2022-10: Quarter
94	2511796	11-APR-17		U.KA.KABA.EZZZ.EQBC.0000	TAYLOR, Mr Niall	TAYLOR, Mr Niall	NEOPOST LTD	24	2023-01: Quarter
95	2517476	25-APR-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	1	CALCULATOR [U
96	2518812	26-APR-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		LYRECO UK LTD	1	SHREDDER BAG
97	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	1	OKI C610N MAGE
98	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	2	OKI C610N CYAN
	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	3	OKI C610N BLACK
99									
100	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	4	BLACK DRUM FOI
101	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	5	MAGENTA DRUM
102	2523666	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	1	SPATULAS SPATU
103	2523666	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	2	SPATULAS SPATU
104	2523666	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	3	SPATULAS SPATU
	2523959	04-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		TALKING TS LTD	1	COAT, WHITE, LA
105									
	2524670	04-MAY-17	KJZA/221	U.KA.KAFG.EZZZ.ELCZ.0000, U.KJ.I	TAYLOR, Mr Niall	TAYLOR, Mr Niall	PREVAC		1 TI deposition cha chambers). As co F/2680; LOT 05 o
106									
	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	1	DRYWIPE MARKE
107									
	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	2	DRYWIPE MARKE
108									
	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	3	DRYWIPE MARKE
109									
	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	4	DRYWIPE MARKE
110									
111	2525833	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		VWR INTERNATIONAL LTD	2	PROPAN-2ol VLSI
112	2526584	08-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	1	CHEMICALS - P P

Report Statuses & Action Required

	A	I	J	K	L	M	N	O	P
1	PO Number	Description	Unit	Shipment	Ordered	Received	Billed	Unit Price	Status
93	2511796	2022-10: Quarterly operating lease of franking machine IN-360.	EA	1	1	0	0	126.15	Open
94	2511796	2023-01: Quarterly operating lease of franking machine IN-360.	EA	1	1	0	0	126.15	Open
95	2517476	CALCULATOR [U OF C]	Each	1	50	25	25	19.98	Open
96	2518812	SHREDDER BAG	Box/100	1	2	0	0	49.86	Open
97	2522837	OKI C610N MAGENTA TONER	Each	1	2	0	0	109.84	Open
98	2522837	OKI C610N CYAN TONER	Each	1	1	0	0	109.84	Open
	2522837	OKI C610N BLACK TONER	Each	1	2	0	0	115.19	Closed For Invoicing
99									
100	2522837	BLACK DRUM FOR OKI C610 - 44315108	Each	1	1	0	0	38.94	Open
101	2522837	MAGENTA DRUM FOR OKI C610 - 44315106	Each	1	1	0	0	68.73	Open
102	2523666	SPATULAS SPATULAR MICRO 102MM	Pack/5	1	4	0	0	15.86	Open
103	2523666	SPATULAS SPATULAR MICRO 150MM	Pack/5	1	4	0	0	17.25	Open
104	2523666	SPATULAS SPATULAR SPOON 12CM	Each	1	10	0	0	12.05	Open
	2523959	COAT, WHITE, LAB. CHEST 44"	Each	1	10	10	0	14.95	Closed For Receiving
105									
	2524670	TI deposition chamber with equipment (two UHV deposition chambers). As contract UCAM 069/16; University of Leeds ref F/2680; LOT 05 of quote W3006992ST 10-APR-2017	EA	1	1	0	0.5	856,153.00	Open
106									
	2525639	DRYWIPE MARKER	Each	1	60	60	0	0.24	Closed For Receiving
107									
	2525639	DRYWIPE MARKER	Each	1	48	48	0	0.24	Closed For Receiving
108									
	2525639	DRYWIPE MARKER	Each	1	72	72	0	0.24	Closed For Receiving
109									
	2525639	DRYWIPE MARKER	Each	1	60	60	0	0.24	Closed For Receiving
110									
111	2525833	PROPAN-2ol VLSI Selectipur	Each	1	12	11	11	15.61	Open
112	2526584	CHEMICALS - P.PROPAN-2-OL (AR)	Each	1	12	0	0	5.16	Open

Dealing with Open POs - Open

Status	Reason	Steps
Open – Approved	Order wanted, only just raised	If goods not in : leave alone If goods in : be sure to receipt
Open – Approved	Whole order or line(s) not wanted or some items unavailable from supplier, maybe order cancelled on phone but not in iProc	Check date of PO, then with requestor and supplier first that OK to cancel then cancel PO or cancel Line
Open – Not approved (Incomplete)	Usually a Buyer with not enough limit submits instead of forwarding (most often Buyer 0)	If wanted : Locate PO and approve If not wanted : Locate PO, during approval process change if ZMARKETPLACE site, approve and then cancel

Dealing with Open POs - CFR

Status	Reason	Steps
Closed for Receiving (Fully receipted, invoice not matched)	If fairly new - invoice not likely to be in yet	Leave alone and monitor
	If older, invoice may be in but not matched	Check with AP team if invoice can be matched, otherwise Finally Close (this removes commitment but means no further action can happen) DO NOT DO IF EINVOICE SUPPLIER

Dealing with Open POs - CFI

Status	Reason	Steps
Closed for Invoicing (Matched to invoice, never receipted)	Invoice came in and was matched to order, RECEIPTING HOLD would have been applied, status of delivery has not been checked and processed	If possible, receipt in CUFS If too old or not able to determine, Finally Close.

Dealing with Requisitions

- **If Incomplete**

- Original requestor must delete if not wanted, complete if wanted.

Therefore if you have people who are leaving the department, have them CLEAR any incomplete requisitions

- **If Rejected**

- If still wanted, make corrections then resubmit for approval

Help and Support

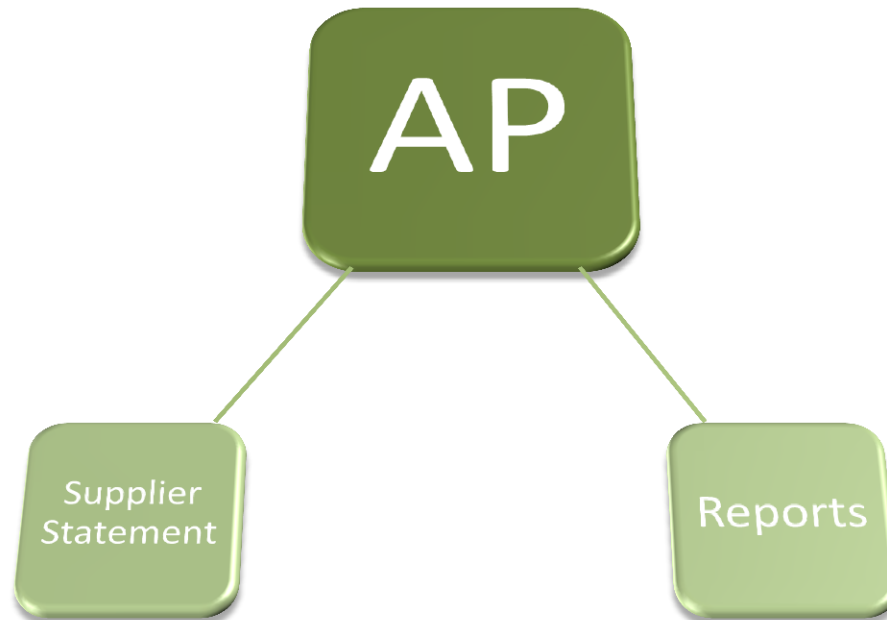
- Don't leave it until the last minute. This module can be started immediately
- Helpdesk will be busy! Leave time for them to process any queries – tel. 65101

hlm56@cam.ac.uk

Accounts Payable: Deadline Dates

Monday 14 th	Tuesday 15 th	Wednesday 16 th <u>AP Closes!</u>
<ul style="list-style-type: none">• Process all 2016-17 internal trading AP invoices• Run the <i>Invoices on Hold</i> and <i>Invoice Register</i> reports		<ul style="list-style-type: none">• Process all staff and visitors' expenses• Process all July AP invoices

Accounts Payable



Invoice Register

CAPSA Set of Books		Unapproved Invoice Register (UFS)				Report Date: 22-JUN-2017 08:56			
						Page: 3			
Currency: GBP		Data Entry Person:		Entered Date From:		Accounting Period:			
Batch: PD/MS/14/06/17/01				Entered Date to:					
Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description	Invoice Type			
-----		-----		-----		-----			
	Expense	Liability					Income		
Type Line	Accounting Flex	Accounting Flex		Amount	Description	Accounting Date	Tax Type	Tax Post	
-----		-----		-----		-----		-----	
LIMETREE MARKETING	LM895MS	14-JUN-17	65.04	65.04	KASKAD PAPER	Standard			
Item	2 U.PD.PDAA.AAAA.ESJZ.0000	U.00.0000.0000.VBAA.0000		(13.95)	Kaskad Canary Yellow Paper	14-JUN-17		No	
Tax	5 U.PD.PDAA.AAAA.ESJZ.0000	U.00.0000.0000.VBAA.0000		(2.79)	Kaskad Canary Yellow Paper	14-JUN-17		No	
Tax	5 U.00.0000.0000.VCBA.0000	U.00.0000.0000.VBAA.0000		0.00	Kaskad Canary Yellow Paper	14-JUN-17		No	
Total for LIMETREE MARKETING:			65.04	65.04					
Total for PD/MS/14/06/17/01:			65.04	65.04					

Invoice on Holds

Department: PD							
Hold Credit Note							
					Functional Currency		
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PD/DP/19/04/17/01	BIO-RAD LAB LTD	9547000345		04-Apr-17	385.32	385.32	PD2490460
Hold High Value Hold XML							
					Functional Currency		
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PDEINV170525080543	VWR INTERNATIONAL LTD	5063443668		22-May-17	6,528.00	6,528.00	PD-2529699
PDEINV170310081321	SCIENTIFIC LABORATORY SUPPLIES LTD	SI125232901		01-Mar-17	6,791.69	6,791.69	PD-2448769
PDEINV170114081008	VWR INTERNATIONAL LTD	5063318284		11-Jan-17	2,582.40	2,582.40	PD-2431422
PDEINV161027081302	FISHER SCIENTIFIC UK LTD	4151985994		25-Oct-16	2,748.22	2,748.22	PD-2404066
Hold Insufficient Funds							
					Functional Currency		
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PDEINV140307080926	VWR INTERNATIONAL LTD	5062383648		05-Mar-14	390	0	PD-1823120

Schedule the reports

Submit Request

Run this Request...

Copy...

Name Invoice On Hold Report (UFS) - XML Publisher

Operating Unit Cambridge University

Parameters Hold Name: Yes:

Language American English

Language Settings... Debug Options

At these Times...

Run the Job Periodic: 06-JUL-17 to 16-AUG-17

Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout Invoice on Hold Report (UFS)

Notify

Print to AG_pr006605

Options...

Help (G) Submit Cancel

Supplier Statements

- Forms are sent to department directly from Accounts payable along with the departments top 20 suppliers
- Department select 10 to request a statement and reconcile against Accounts Payable.
- A copy of the form is returned to the AP Helpdesk (by the **25th August**) and the department retain a copy for audit purposes.

Accounts Payable: Summary

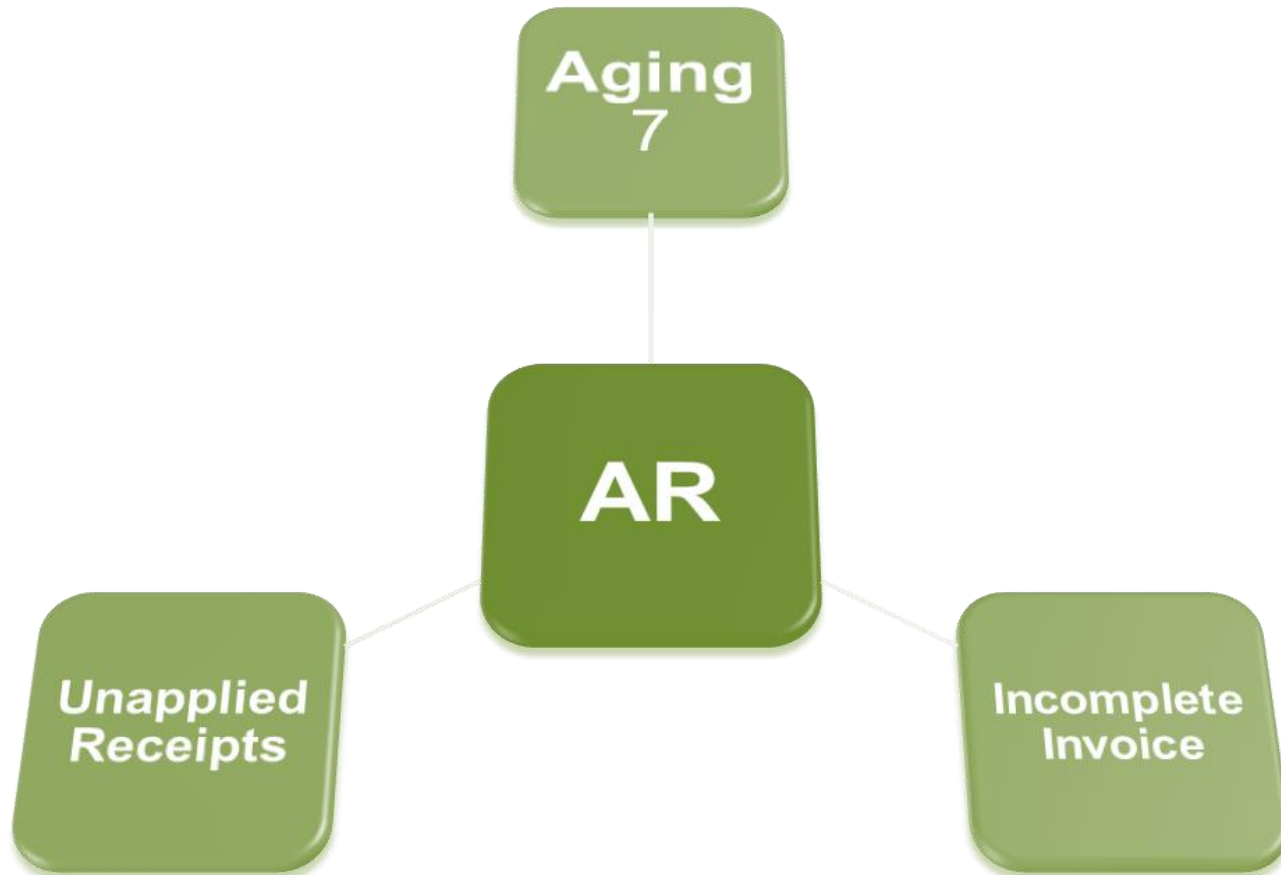
- Invoice Register
- Invoice on Holds
- Supplier Statement Reconciliation
- AP Holds and Unaccounted Transactions

16TH AUGUST

Accounts Receivable: Deadline Dates

- Establish all petty cash balances, till floats and advance balances held as at **30 Jun**
 - Return Cash Holding Confirmation form **14 Jul**
- Empty all vending machines etc. and identify all cash, cheques received as at **31 Jul**
- Process all cash, cheque and (if possible) PDQ receipts relating to 2016-17 and run the *Receipt Register report(s)* **2 Aug**

Accounts Receivable: Essential Reports



Incomplete Invoice Register Header

CAPSA Set of Books

Report Date: 29-JUN-2017 12:17

Incomplete Invoices Report

Order By : Invoice

Customer Name : To

Customer Number : To

Invoice Number : To

CAPSA Set of Books

Incomplete Invoices Report

Report Date: 29-JUN-2017 12:17

Order By: Invoice

Page: 1 of 1

Incomplete Invoice Register

-----Invoice-----				-----Customer-----	
Number	Type	Date	GL Date	Name	Number
962675	PD Invoice	31-MAY-17	31-MAY-17	KOTRA	234255

- Prioritise internal invoices
- Apply credit memos to invoices

Unapplied Receipts Register

CAPSA Set of Books		Unapplied Receipts Register		Report Date: 29-JUN-2017 12:20				
Currency Code	:							
GL Dates	:		To					
Customer Names	:		To					
Customer Numbers	:		To					
Batch Source Names	:		To					
Batch Names	:		To					
Payment Numbers	:		To					
CAPSA Set of Books		Unapplied Receipts Register		Report Date: 29-JUN-2017 12:20				
		GL Date From	To	Page:	1 of 1			
Currency:	All							
Format Option:	Detailed				* - Unidentified Payment			
Entity:	U							
GL Date	Batch Source	Batch Name	Payment Method	Payment Number	Payment Date	On Account/ Prepayment Amount	Unapplied Amount	Claim Amount
Customer Name: PARKER & DARLOW FINANCIALS				Customer Number: 234374				
29-JUN-17	Manual Receipts	PD/29/06/17/0	Cash/Cheque	PD/MS/29/06/17/	29-JUN-17	0.00	180.00	0.00
Total for Customer: PARKER & DARLOW FINANCIALS						0.00	180.00	0.00

Aging Seven Buckets Report

Invoice Number	Type	Due Date	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	91-180 Days Past Due	181-360 Days Past Due	361+ Days Past Due
-----			-----							
CALIFORNIA INC		234375	Downey			CA	ACCOUNTS PAYABLE			
963378	PD Invoice	28-JUL-17	682.86	682.86						
963403	PD Invoice	29-JUL-17	682.86	682.86						
Total:			1,365.72	1,365.72	0.00	0.00	0.00	0.00	0.00	0.00
				100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Site Credit Memos:			0.00							
Site Payments:			0.00							
Site Balance:			1,365.72							
Customer Credit Memos:			0.00							
Customer Payments:			0.00							
Customer Claims:			0.00							
Account Customer Balance:			1,365.72							
-----			-----							
GATSBY CHARITABLE FOUNDAT		1631	London			G. Page				
957175	PD Invoice	11-MAY-17	500.00			500.00				
Total:			500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
				0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Site Credit Memos:			0.00							
Site Payments:			0.00							
Site Balance:			500.00							
Customer Credit Memos:			0.00							
Customer Payments:			0.00							
Customer Claims:			0.00							
Account Customer Balance:			500.00							

AR: Summary

- Aging 7 Buckets
- Incomplete Invoice Register
- Unapplied Receipts Register

16TH AUGUST

Grants: Year End Tasks



Task	Date for completion
Review and clear research Grant funds check failures and exceptions	Wed 16 Aug
Clear suspense grant	Wed 16 Aug
Post EC PI time sheets	Wed 16 Aug
Post journals for monthly Barclaycard statement	Wed 16 Aug
Correct Grant VAT errors	Wed 16 Aug
Finalise and release all Grant journals	Fri 18 Aug
Module Closes to Department at 5pm	Fri 18 Aug
Overheads, Revenue and the ECFW7 Price Adjustments re-run	Fri 18 Aug

Funds Check Failures



- Report from CRA
- Mainly Grants Journals, imported costs
- Check
 - Budget/Funds available
 - Budget Control Settings
 - Outstanding Commitments
- Where do you go to find this information?
- How do you deal with the transaction?

Clear department Grants suspense account

- Costs that have failed validation
- Why would a transaction fail validation?
- Specific Code
- Expenditure Enquiry
- Comment, Split, **Transfer**
- Remaining balance
 - **EDAA.FAAE**



Clearing the Grant Suspense

Find Project Expenditure Items

Project Number ...

Task Number

Award Number

Trans Id

Project Name

Task Name

Award Name

Expenditure Org

Expenditure Type

Expend Item Dates -

Expenditure Sponsor Billing Employee Supplier GL Dates

Expenditure

Expenditure Category

Expenditure Batch

Other

Transaction Source

Costed Processing Status

Exclude Net Zero Items

Mass Adjust Clear Find

Clearing the Grant Suspense

Project Expenditure Items

Expenditure Inquiry

Item Date	Receiver GL Pe	Project	Task	Award	Expnd Category	Expnd Type	Proj Func Burde	Comment	oy
30-APR-2015	APR-15		1	RG00000(PL	STAFF COSTS	Wages	4,706.76	CHRIS: 1	
28-FEB-2015	FEB-15		1	RG00000(PL	STAFF COSTS	Wages	984.06	CHRIS: 1	
28-FEB-2015	MAR-15		1	RG00000(PL	STAFF COSTS	Wages	(984.06)	FEB 2015	
13-SEP-2014	SEP-14		1	RG00000(PL	STAFF COSTS	Student Mainte	1,250.00	CHRIS: 3 B001	
13-SEP-2014	SEP-14		1	RG00000(PL	STAFF COSTS	Student Mainte	1,250.00	CHRIS: 3 D001	
13-SEP-2014	SEP-14		1	RG00000(PL	STAFF COSTS	Student Mainte	(1,250.00)		
13-SEP-2014	SEP-14		1	RG00000(PL	STAFF COSTS	Student Mainte	(1,250.00)		
30-AUG-2014	AUG-14		1	RG00000(PL	STAFF COSTS	Student Mainte	1,250.00		

7,631.82

Totals

Oracle Applications - UFSPPLAY - Last Refreshed 11/05/2015

Edit View Folder Tools Window Help

- Change Comment
- Split
- Transfer 1

Project Expenditure Items

Expenditure Inquiry

Item Date Receiver GL Pe Proj

Grants Tools/Transfer function

- currently issues with the **Tools/Transfer** functionality
- can still use grants journal, but the Tools/Transfer method is recommended, particularly for **staff** costs
- AP items should continue to be transferred by amending the invoice in AP
- if you need to move costs using Tools/Transfer please contact the Finance Division's Grants Helpdesk by email: ufs_grants@admin.cam.ac.uk or phone: (7)64796

EC Time Sheets

- Required by some sponsors
- Must be signed by PI
- Retained for 6 years
- Refer to ROO site for detailed information

Grant is debited, expenditure type:

PI Stipend

Credit to depts research cost centre:

XXAG.EDAA.LZAC OR LZAD



Barclaycard Journals



- Credit Card expense form
- Finance Division will enter journal and debit dept control account
 - **U.XX.XXAA.AAAA.FJAA**
- Dept to journal within GMS
- Debit the Grant (positive value) and credit the dept control account

Grant VAT errors

- Email from the Tax Team
- GL code adjustment is posted to:
 - **U.XX.XXAG.AAAA.EZZM.0000**
- Find the invoice
- Make note of the grant code
- Journal within Grants to trf VAT adjustment



Grant Journals

- Process any relevant Grant journals
- Finalise and Release all Grant Journals, by searching for batches using the status field
 - Working/Unreleased
 - Delete if not required or;
 - Submit and Release
 - Submit
 - Release



Grants V.I.D

YEAR END CLOSES

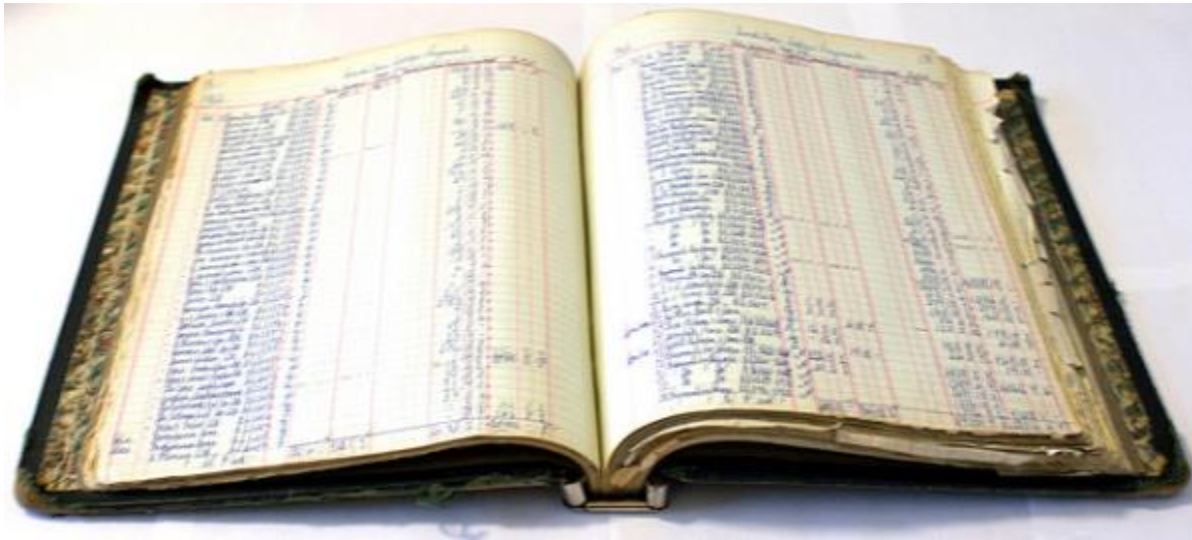
18th August



Year-end for new users

General Ledger

Mike Sinclair



General Ledger – key dates

CUEF units: Last instructions to be received by Treasury & Investment Team for 2016-17	Monday 19 June
Process and reconcile petty cash for 2017	Friday 4 August
Process journals for credit card expenditure	Wednesday 16 August
Movement of monies on deposit	Monday 21 August
Clear Trust Funds' deficits	Friday 25 August
Complete spreadsheets for income and expense accruals	Friday 1 September
Ensure expenditure is coded against the same source of funds as related income and clear deficits	Friday 1 September
Module closes at 5pm	Friday 1 September
Return signed year end certificate(s) via Finance Manager	Friday 29 September

July Barclaycard processing

- Monthly Barclaycard statements available from the 14 August.
- Expenditure posted into July.
- August transactions can be deferred using the prepayment mechanism.
- Default General Ledger credit card account should be cleared at year end - U.???.??AA.AAAA.FJAA.



Deposit Account

Details of eligible source of funds are in Chapter 12 of the Financial Procedures Manual (FPM).

How to put Source of Fund surpluses on deposit:

Dr U.???.?????.?????.SCBA.0000

Cr U.???.0000.0000.SCCA.0000



Accruals and prepayments

Type	Description	Transaction code	Mandatory for:
Accruals			> £10,000
	Invoice processed in AP in advance of the goods/services being received	UNGA	
Unearned revenue/income	Income received by the University in advance of goods/services being delivered to the customer		
		UNAA	> £10,000

Detailed supporting working papers must be retained for audit purposes

Burst Reports

Departmental Summary Reports

Number	Date
Interim 1	Thursday 3 August
Interim 2	Wednesday 23 August (following close of AP, AR, Grants)
Interim 3	Tuesday 5 September (after GL closed to departments and final ICC overhead chare)
Final	Wednesday 13 September

Trust Fund Statements

Statement	Date
30 June	Monday 10 July
Interim 1 as at 31 July (will exclude Jul-17 distribution)	Tuesday 8 August
Interim 2 as at 31 July (will include Jul-17 distribution)	Wednesday 23 August
Final as at 31 July	Thursday 7 September

Clearing deficits

Once the accounts are reviewed and adjustments made for:

- Mispostings
- Matching source of fund income and expenditure
- Deposit movements
- Balance sheet accounting e.g. Prepayments, Accruals

Deficits may be off –set against surpluses on non-restricted and trading sources of funds using EZXX.

Department Certificates

A certificate signed by the Head of Department must be submitted

If necessary the certificate may be qualified by stating any significant residual issues / conditions



New User Year End

Fixed Assets



Raith EBP5200 Electron beam Lithography system

Fixed Assets – key dates

Review <i>Fixed Asset Register</i>	Friday 11 August
Physically verify assets	Friday 11 August
Notify FA helpdesk of disposals/amendments	Friday 11 August
Ensure that July not tracked additions are included on register	Wednesday 23 August
Module closes at 5pm	Friday 25 August

Fixed Asset - Reporting

- Fixed Asset Registers sent out week ending 7 July 2017
- Departments are able to run this report themselves.
- **Departmental Fixed Asset Register (UFS) – XML Publisher**

Fixed Assets – Verifying Asset Whereabouts

- Ensuring that all assets listed can be **physically verified**
- **Nil value assets** – are these still in existence and in use
- **Responsible employees** – new starters /leavers
- **Departmental locations**– relocations/ expansions
- **Tag numbers** – are they recorded and correct
- **Asset additions and disposals** during the 11 months to June
- Appropriate Individual **asset descriptions** – e.g. ***not “as attached”***

Fixed Asset – exception reporting

- Invoices not tracked in AP during July
- Report sent out to Departments on Thursday 17 August
- Confirmation returned to FA helpdesk by Wednesday 23 August



Questions re GL or Fixed Assets



Cognos

From University Finance system webpage



University of Cambridge

- Admin Reporting
- Cognos Log on**
- Discoverer Log on
- Helpdesk
- Frequently Asked Questions
- Training
- Contacts
- Access Request
- Forms
- Current status

Admin Reporting

Cognos Reporting Log on

To log in to Cognos, the Admin Reporting system, you will need your Raven password. More information can be found on the UIS.

- Log in to Cognos**

Vulnerable Periods

The system may not be available between 6.00am to 9.00am Tuesdays and Thursdays, these periods will be notified of any planned use of vulnerable periods.

Launch of Financial Reports Catalogue

The Finance Information Delivery Project is delighted to announce the launch of the first iteration of the Financial Reports Catalogue in March - [found here](#)

The catalogue has been developed due to popular demand from users of financial information to provide reporting capabilities regardless of tool. The catalogue is available for use by all who have a Raven account.

This is the first release of the new report catalogue and we plan to continue to develop it over the coming months. Your feedback is vital to this process.

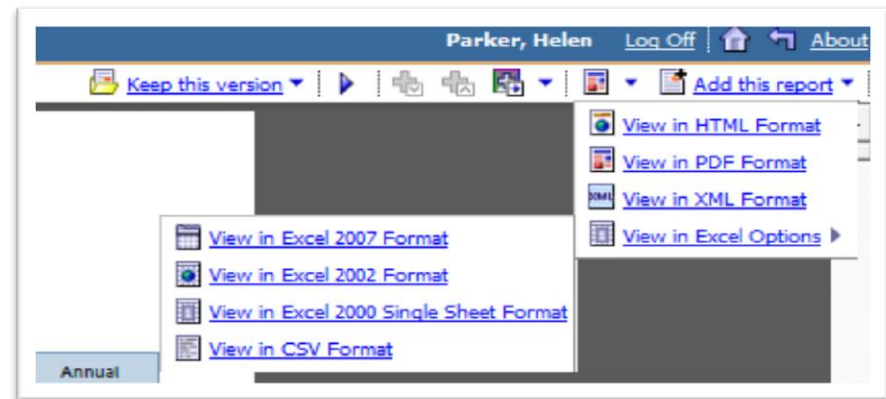
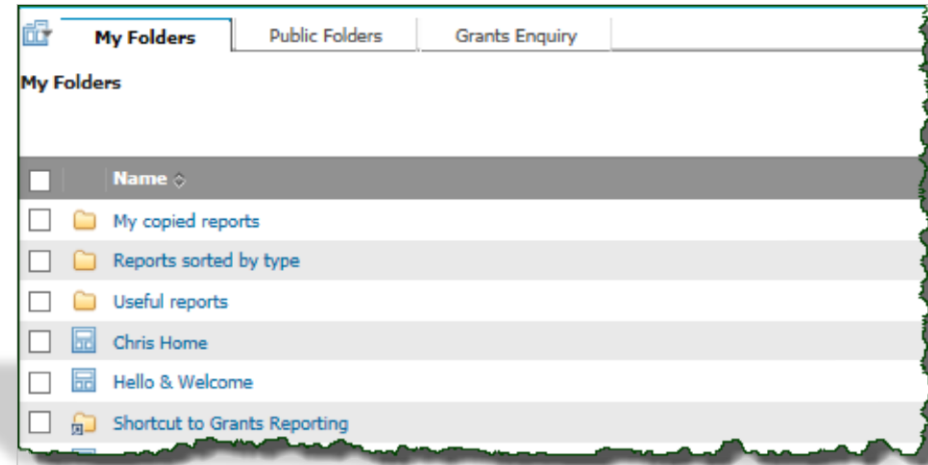
If you have technical issues accessing the system then please contact: ufsenquiries@admin.cam.ac.uk

CUFS Datamart: Current status

Datamart name	Status	Last successful build time
AP Invoice Payments	DATAMART OK	26-JUN-17 03:14:11
AP Invoices	DATAMART OK	26-JUN-17 04:54:45

Why Cognos?

- Allows departments to run own reports
- Can schedule reports
- Reports can be emailed
- Shortcuts can be created for regularly used reports
- Easy to personalise
- Easy to import into Excel for manipulation



Where to find reports

IBM Cognos Connection

Public Folders | My Folders

Public Folders

Public Folders > LIVE

Public Folders > LIVE > School of the Biological Sciences

Public Folders > LIVE > School of the Biological Sciences > Departmental (Shared) Reports

Departmental (Shared) Reports

GL Reporting

Grants Reporting

Which reports

Grants	General Ledger
Year end report (by date range)	Departmental Budget to Actual report (by CC or SoF)
Projects by Organisation by PI	Financial Summary reports (by CC or SoF)
Project Enquiry	
Detailed Expenditure Enquiry by Project	



New (complications) in year

Off-payroll workers

Taxing workers who look like employees now applies to workers being paid via a limited company (and LLP) too.

Invoices need to be paid via UPS if the company/LLP is classified as an off-payroll worker.

Deadline for UPS input: Thursday 3 August

Apprenticeship Levy

- 0.5% of employee's gross pay
- Much like employer NI
- Allocation increased to cover levy on chest-funded positions
- Some research sponsors will pay it and some won't

2017/18 – dates for the new year

Purchasing opens	Tuesday 1 August
Accounts Payable opens	Tuesday 1 August
General Ledger opens	Tuesday 1 August
Accounts Receivable opens	Tuesday 8 August
Internal Trading opens	Thursday 17 August
PO / AR / AP / GMS Aug-17 closes	Tuesday 5 September
FA closes Aug-17	Wednesday 6 September
Aug-17 deposit deadline	Friday 15 September
GL closes Aug-17	Monday 18 September

Help and Support

<http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures>

Financial Procedures Manual	Chapter 11: Year End Chapter 9: Month End (not updated)
School Finance Managers/Advisors	Finance Division web page
UFS Module Helpdesk	Finance Division web page
Central Research Accounting	Finance Division web page
Research Operations Office	https://www.research-operations.admin.cam.ac.uk/

